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Arrangements for the high-level meetings and the general debate of the sixty-first session of the General Assembly in September 2006

United Nations Headquarters, 14-29 September 2006

Information note to delegations

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Introduction

1. The General Assembly, by its resolutions 60/227 and 60/228 of 23 December 2005, as well as decision 60/556 of 16 May 2006, decided to convene at the commencement of its sixty-first session, two high-level meetings of the Assembly at United Nations Headquarters. The general debate will be held immediately thereafter.

2. The High-level Dialogue on International Migration and Development will be held on 14 and 15 September 2006. The high-level meeting on the midterm comprehensive global review of the implementation of the Programme of Action for the Least Developed Countries for the Decade 2001-2010 will be held on 18 and 19 September 2006. Following the two high-level meetings, the Assembly will hold the general debate from Tuesday, 19 September, to Friday, 29 September 2006. The general debate will open on Tuesday, 19 September, following the high-level meeting.

3. Two notes by the Secretary-General have been issued on the organization of the High-level Dialogue and the high-level meeting (A/60/864 and A/60/738, respectively).

4. The High-level Dialogue on International Migration and Development will consist of four plenary meetings and four interactive round tables. The high-level meeting on the least developed countries will consist of three plenary meetings. For both the High-level Dialogue and the high-level meeting, the plenary meetings will be held in the General Assembly Hall. The concurrent round tables of the High-level Dialogue will be held in Conference Rooms 5 and 6 (1B level).

A. Arrivals and departures

5. Port-of-entry arrangements for Heads of State/Government, Vice-Presidents and Crown Princes: Member States, through their Permanent Missions and in coordination with the host country and host city authorities, are responsible for compliance with all host country requirements with regard to entry formalities. They are also responsible for all arrangements such as travel to New York City, transit, ground transportation, attention to special health and medical considerations, secretariat and telecommunication services, and for the delegation's programme of activities that are not related to the high-level meetings and the general debate.

6. Procedures at United Nations Headquarters during the high-level meetings of the General Assembly for the period from 14 to 19 September 2006: following past practice, the authorities of the United States of America will provide transportation (one vehicle) and security protection to Heads of State/Government and some heads of delegations during their stay in New York. Regardless of the size of the motorcade, only two vehicles — the car with the principal and the car with lead security detail — will be allowed to enter the United Nations through the 43rd Street gate and discharge their passengers at the Delegates' Entrance to the General Assembly Building. The remaining vehicles in the motorcade will discharge their passengers further down First Avenue or in front of the visitors' gate to the United Nations (First Avenue and 46th Street).

7. In order to facilitate the departures of Heads of State/Government from Headquarters, a motorcade desk will be set up on the first floor, north of the

Delegates' Entrance at the Security Command Post (GA-101). Delegations wishing to depart must contact the motorcade desk personnel, who will then summon the vehicles and inform the delegation when ready for departure.

8. Strict adherence to the following requirements will ensure the timely and secure arrival of all parties:

(a) All persons in motorcades entering via the 43rd Street gate must have valid United Nations photo identification, including the five plus four secondary pass in order to be permitted to pass through various security checks including the Delegate's Entrance and enter the Headquarters Building;

(b) Heads of State/Government, members of their parties and other delegations or observers or individual members of such delegations wishing to come to the United Nations on foot from nearby locations are encouraged to do so. Time will be saved and possible delays avoided;

(c) With the exception of motorcades accompanied by police and/or secret service, any delegation arriving at the United Nations by car will need a special vehicle permit to enter the complex. These permits will be available through the Garage Administration, room CB-021, telephone: 212-963-6212.

B. Schedules, list of speakers, statements, documentation and interpretation

Plenary meetings

High-level Dialogue on International Migration and Development

9. The meetings of the High-level Dialogue will be held according to the following schedule:

Thursday, 14 September 2006, from 10 a.m. to 1 p.m. and from 3 to 6 p.m.

Friday, 15 September 2006, from 10 a.m. to 1 p.m. and from 3 to 6 p.m.

10. Participation will be in accordance with the rules of procedures of the General Assembly and will be open to Member States, the Holy See, in its capacity as observer State, Palestine, in its capacity as observer, the International Organization for Migration, other intergovernmental organizations and entities having received a standing invitation to participate as observers in the sessions and work of the General Assembly, as well as relevant United Nations agencies, funds and programmes. Member States are invited to participate at the ministerial or highest-level possible.

11. At the opening meeting, the President of the General Assembly, the President of the Economic and Social Council and the Secretary-General will make introductory statements.

12. In order to accommodate all speakers at the High-level Dialogue, statements should not exceed FOUR minutes, on the understanding that that will not preclude the distribution of more extensive texts. To facilitate the observance of the time limit, a light system installed on the lectern will signal the approach of the four-minute limit.

13. The outcome of the High-level Dialogue will be a Chairperson's summary.

High-level meeting on the midterm comprehensive global review of the implementation of the Programme of Action for the Least Developed Countries for the Decade 2001-2010

14. The high-level meeting will be held according to the following schedule:

Monday, 18 September 2006, from 10 a.m. to 1 p.m. and from 3 to 6 p.m.

Tuesday, 19 September 2006, from 9 to 10 a.m. only.

15. Participation will be in accordance with the rules of procedures of the General Assembly and will be open to Member States, the Holy See, in its capacity as observer State, Palestine, in its capacity as observer and other intergovernmental organizations and entities having received a standing invitation to participate as observers in the sessions and work of the General Assembly.

16. At the opening of the high-level meeting, the President of the General Assembly will make an introductory statement. Thereafter, the Secretary-General will be invited to make a statement, followed by statements of Member States and observers of the General Assembly.

17. In order to accommodate all speakers at the high-level meeting, statements should not exceed FIVE minutes, on the understanding that that will not preclude the distribution of more extensive texts. To facilitate the observance of the time limit, a light system installed on the lectern will signal the approach of the five-minute limit.

18. The high-level meeting will conclude with the adoption of an outcome document and a statement by the President of the General Assembly.

19. The general debate will begin on 19 September 2006, in the General Assembly Hall, at 11 a.m. and continue until 29 September.

20. The list of speakers for the two high-level meetings is available in room S-2925 and room S-2940B. Any change or addition to the list of speakers should be communicated in writing to the General Assembly and Economic and Social Council Affairs Division (room S-2940B, telephone: 212-963-5063, fax: 212-963-3783).

21. A minimum of 30 copies of the text of statements to be delivered at the high-level meetings should be submitted in advance to the Secretariat; failing this, delegations are urged to provide six copies for the interpreters before the speaker takes the floor. If delegations wish to have the text of statements distributed to all delegations, observers, specialized agencies, interpreters, record-writers and press officers, 350 copies are required. For distribution of the texts of statements to the press, please see the information contained below.

22. Given the security arrangements in place for the high-level meetings, texts of statements should be delivered to the receiving area located at the rear of the General Assembly Hall between the hours of 8 and 9.30 a.m. by a delegation representative in possession of a valid United Nations building pass. Access will be through the 46th Street gate to the Visitors' Entrance, through the electronic screening area to the elevators on the west side of the Lobby to the receiving area.

where a representative of the Secretariat will accept the texts at a special counter. Texts of speeches will be accepted only on the same day that they are to be given.

23. Only official documents of the high-level meetings, bearing the General Assembly document symbol and texts of statements to be delivered in plenary meetings will be distributed in the General Assembly Hall.

24. Statements made in any of the six official languages of the General Assembly are interpreted into the other official languages. Any speaker may also make a statement in a language other than the official languages. In such cases, in accordance with rule 53 of the rules of procedure of the Assembly, the delegation in question must provide either an interpreter from the non-official into an official language or a written text of the statement in one of the official languages to be read out by a United Nations interpreter. On the basis of this interpretation or the written text which is accepted by the Secretariat as representing the official text of the statement, it will be interpreted into the other official languages by United Nations interpreters. When a written text is provided, the delegation concerned should make available to the interpreter someone who knows the language in which the statement is to be delivered and the official language into which it has been translated, to guide the interpreter through the translated text and to ensure synchronization between the speaker and the interpreter. Detailed arrangements for interpretation from non-official languages, including access by non-United Nations interpreters to the interpreters' booths in the General Assembly Hall, must be made in advance through the Planning and Meeting Servicing Section (telephone: 212-963-8114, fax: 212-963-7405, e-mail: emeetsm@un.org).

Interactive round tables

25. In accordance with resolution 60/227, the High-level Dialogue on International Migration and Development will hold four interactive round tables as follows:

Round tables 1 and 2 will be held concurrently on 14 September 2006, from 3 to 6 p.m. in Conference Rooms 6 and 5 (1B level), respectively.

Round tables 3 and 4 will be held concurrently on 15 September 2006, from 10 a.m. to 1 p.m. in Conference Rooms 6 and 5 (1B level), respectively.

26. The themes of the four round tables are:

Round table 1 — Effects of international migration on economic and social development;

Round table 2 — Measures to ensure respect for and protection of the human rights of all migrants, and to prevent and combat smuggling of migrants and trafficking in persons;

Round table 3 — Multidimensional aspects of international migration and development, including remittances;

Round table 4 — Promoting the building of partnerships and capacity-building and the sharing of best practices at all levels, including the bilateral and regional levels, for the benefit of countries and migrants alike.

27. The chairpersons of the four round tables shall be Ministers from the African States, the Eastern European States, the Latin American and Caribbean States, and

the Western European and other States. Those four chairpersons shall be selected by their respective regional groups in consultation with the President of the General Assembly.

28. The composition of the round tables (including Member States, observers of the General Assembly, United Nations system, non-governmental organizations, civil society and the private sector, compiled in consultation with the President of the General Assembly) and the respective Chairs are available on the website of the President of the General Assembly at www.un.org/ga/president/60/summitfollowup/migration.html.

29. Each head of delegation attending a round table may be accompanied by one adviser.

30. Summaries of the deliberations of the four round-table sessions will be presented orally by the chairpersons of the round tables during the concluding plenary meeting of the High-level Dialogue.

31. The round-table sessions will be closed to the media and the general public. Accredited delegates and observers will be able to follow the proceedings of the round-table sessions via a closed-circuit television in Conference Room 3 (the overflow room) by presenting their primary United Nations grounds passes.

C. List of delegations

32. A list of delegations to the sixty-first session of the General Assembly will be published by the Protocol and Liaison Service. Missions are kindly requested to submit a comprehensive official list of delegations, including functional titles and affiliations of each member, to the Chief of Protocol, room S-0201 (fax: 1-212-963-1921) as soon as possible. In order to avoid confusion, any changes to the original list should be sent separately, bearing in mind that such changes should not be incorporated into the list previously submitted to the Protocol Office. Missions are encouraged to transmit their comprehensive lists of delegations first electronically to sutliff@un.org, followed by a signed copy to be delivered to the Protocol and Liaison Service.

33. Each delegation shall "consist of not more than five representatives, and five alternate representatives, and as many advisers and experts as may be required" (rules of procedure of the General Assembly, section III, rule 25). With the exception of Head of State/Government, Crown Prince/Princess, Vice-President, and Minister for Foreign Affairs who would be listed as Head of delegation ex officio during his/her presence at the session, all other heads of delegations shall be counted as one of the five representatives. If the five representatives and five alternate representatives are not specified, as required by the rules of procedure of the General Assembly, the first 10 members of the delegation in the order of their listing will then be considered as Representatives and Alternate Representatives, for the purpose of publishing the lists of delegations. The names of members of media and security accompanying a Head of State/Government should be forwarded to the Media Accreditation Unit and not included in the official list of delegations. All documents, forms and information material on the sixty-first session of the General Assembly issued by the Protocol and Liaison Service may be accessed at the Protocol website: missions.un.int/protocol.

D. Registration and accreditation

34. Accreditation of official delegations and members of the parties of Heads of State/Government, Crown Princes/Princesses and Vice-Presidents will be carried out by the Protocol and Liaison Service. Missions are kindly requested to communicate the names, functional titles and affiliations of all the members of the respective delegations, together with the SG.6[1] form "Registration of members of delegations to temporary meetings" duly filled out, to the Chief of Protocol, room S-0201, fax: 1-212-963-1921.

35. Once the delegates' lists together with the SG.6 forms are received at the Protocol and Liaison Service, they will be reviewed and authorized. To ensure the issuance of United Nations grounds passes in a timely manner, representatives of Permanent/Observer Missions are requested to collect the authorized applications 48 hours after submission to the Protocol and Liaison Service and deliver them to the delegates for processing. If the name and the photograph of a delegate are already in the computer system of the Pass and Identification Office, his/her pass may be collected by a representative of the Permanent/Observer Mission in the absence of the delegate, upon presentation of the authorized application and a valid United Nations grounds pass. Otherwise, delegates who are in need of a photo ID are required to come with their SG.6 forms to the Pass and Identification Office, 45th Street and First Avenue, to have a photo taken and pass processed.

36. Heads of State/Government, Vice-Presidents, Crown Princes/Princesses, and their spouses will be offered VIP passes without photographs. Deputy Prime Ministers, Cabinet Ministers and spouses thereof will be provided with VIP passes with photographs. In order for a VIP pass to be issued, appropriate requests and two colour passport-size photographs should be submitted in advance to the Protocol and Liaison Service.

37. Delegations wishing to send colour photographs by e-mail must scan the official letter and photograph, and send them together in one complete package to curran@un.org. Colour photographs must be in jpeg format only.

38. A separate list containing the names of the members of the party of the Head of State or Government, in need of access to the United Nations — as well as their occupations (aides de camp, interpreters, physicians, etc.) — must be submitted together with the SG.6 forms to the Protocol and Liaison Service. Passes for members of security details accompanying VIPs will be issued by the United Nations Security and Safety Service (telephone: 212-963-2687). Passes for media personnel will be handled by the Media Accreditation Unit (telephone: 212-963-6934).

39. Working hours of the Accreditation Unit in the Protocol and Liaison Service (212-963-7181) and the United Nations Pass and Identification Office (ground floor of the UNITAR Building, 45th Street and First Avenue (212-963-7533)), in the days prior and during the general debate, will be posted at the Protocol website (mission.un.int/protocol) and at the entry to each respective office at the latest by 7 September 2006.

[1] SG.6 forms may be downloaded from the following website: http://missions.un.int/protocol.

E. Official luncheon

40. There will be an official luncheon hosted by the Secretary-General in honour of the Heads of State/Government attending the sixty-first session of the General Assembly in the Delegates' North Lounge on Tuesday, 19 September 2006, at 1.15 p.m. Invitations will be issued in due course for this event.

F. Programme for spouses

41. Mrs. Nane Annan, wife of the Secretary-General of the United Nations, will host three social events for the spouses of Heads of State/Government, Crown Princes and Princesses, Vice-Presidents and Deputy Prime Ministers participating in the sixty-first session of the General Assembly.

- A luncheon on Tuesday, 19 September 2006, at 1.15 p.m. in Private Dining Room number 6, located on the fourth floor of the Conference building of the General Assembly.
- A visit to the Metropolitan Museum of Art on Wednesday, 20 September 2006, at 9 a.m.
- A tea reception on Friday, 22 September 2006, at 4.30 p.m. at the official residence of the Secretary-General, located at 3 Sutton Place. The spouses of Cabinet Ministers attending the general debate are also invited to this reception.

42. It is essential for the Chief of Protocol to be notified, at the earliest convenience of the Permanent Representatives, of the presence of spouses of Heads of State/Government, Crown Princes and Princesses, Vice-Presidents, Deputy Prime Ministers and Cabinet Ministers in New York in order to expedite all the necessary arrangements.

G. Security arrangements

Access to the United Nations Headquarters complex

43. The Headquarters complex will be closed to the public from 4 p.m. on Sunday, 17 September 2006 through close of business Friday, 29 September 2006. Access to the United Nations complex during the high-level meetings will be restricted to delegates and their staff; staff members of the United Nations Secretariat, funds and programmes and agencies, retirees and accredited media and accredited non-governmental organizations; and affiliates working in the Secretariat, who are wearing a United Nations grounds pass.

44. For all Government delegations (Member States or Observers), grounds passes will be issued at the Pass and Identification Office, room U-100, 801 United Nations Plaza, in the UNITAR Building. For grounds passes for National Security Officers accompanying the Head of State or Government, please contact Lt. Yassim Sallam, Security and Safety Service, at 212-963-2687 (see annex II, sample of request for grounds pass for security staff).

45. Any questions should be directed to the Chief of the United Nations Security and Safety Service, Bruno Henn (telephone: 212-963-9345) or the Assistant Chief in

Charge of Operations, Kevin O'Hanlon (telephone: 917-367-5791), or Officer-in-Charge of Uniformed Operations, Inspector Clarence Pugh (telephone: 212-963-9339). The high-level meetings security planning team is located in room GA-101 (telephone: 212-963-0368/69).

46. It must be emphasized that access to the United Nations will be denied to anyone who is not in the above-listed categories and who is not wearing a valid grounds pass. To avoid last-minute difficulties, all Governments are requested to ensure the proper accreditation of their delegations.

Access to restricted areas

47. Within the United Nations complex, there will be certain further restrictions on movements. Restricted areas have been designated, encompassing the entire second floor of the Conference Building and General Assembly Building, including the North Lounge. Temporary bilateral booths will be provided on the third and second balconies of the General Assembly Hall, and portions of the General Assembly Public Lobby. Controls over access to restricted areas will be enforced by the Security and Safety Service. All participants of bilateral meetings will be given access to the temporary bilateral booths with a valid United Nations grounds pass.

48. During the high-level meetings of the General Assembly, on 14 and 15 and 18 and 19 September 2006, for security reasons, access to the restricted areas will be based on the regular delegates' passes plus secondary colour-coded access cards. For that purpose, the Protocol Accreditation Unit will issue to every Permanent Mission the following package: five cards of one colour for access to the General Assembly Hall and four cards of a different colour for access to the second floor of the General Assembly and Conference Buildings. Two other cards of another colour for entry to Conference Rooms 5 or 6 will be issued to every delegation participating in the four interactive round-table sessions. All secondary colour-coded access cards will be valid only for the duration of the four round tables of the High-level Dialogue on International Migration and Development and during the general debate. Representatives of non-governmental organizations are permitted to enter a restricted area only when they are going to the General Assembly Hall. They must have a ticket and a valid ID. Non-governmental organizations are not permitted to access any other restricted area.

49. During the general debate special protocol tickets for members of delegations will be available in the General Assembly Hall on a limited basis, up to 15 seats in VIP sections A or B on the second floor, a few seats, depending on the availability, in a reserved area on the third floor and a few more seats in the balcony on the fourth floor. The seats allocated in VIP section A will only be for the duration of the address of the Head of Delegation at the plenary meeting. Written requests for such tickets to the General Assembly Hall with the names and titles of all attendees (including the spouse of the dignitary speaking) should be faxed to 212-963-1921 at least one week in advance to the Chief of Protocol, or delivered to the Protocol and Liaison Service in room S-0201. Guests of delegations with tickets to sections A and B in the General Assembly Hall who are not in possession of a regular United Nations grounds pass, must enter United Nations Headquarters via the Visitors' Entrance. Special protocol tickets should be collected two days prior to the address by the Head of delegation at the plenary meeting.

50. Colour-coded access cards for the general debate and for the round tables to the High-level Dialogue on International Migration and Development on 14 and 15 September should be collected from the Protocol and Liaison Service, room S-0201P (Tel.: 212-963-7181) on or after 10 September 2006 between 10 a.m. and 2 p.m.

51. Hours of operation of the Pass and Identification Office and the Pass and Identification Tent of the Security and Safety Service, for the high-level meetings and the general debate are as follows:

Saturday, 9 September	1000 to 1800 hours
Sunday, 10 September	1000 to 1800 hours
Monday, 11 September	0800 to 1800 hours
Tuesday, 12 September	0800 to 1800 hours
Wednesday, 13 September	0800 to 1900 hours
Thursday, 14 September	0800 to 1800 hours
Friday, 15 September	0800 to 1800 hours
Saturday, 16 September	1000 to 1800 hours
Sunday, 17 September	1000 to 1800 hours
Monday, 18 September	0700 to 2000 hours
Tuesday, 19 September	0700 to 1800 hours
Wednesday, 20 September	0800 to 1800 hours
Thursday, 21 September	0800 to 1800 hours
Friday, 22 September	0800 to 1800 hours
Monday, 25 September	0900 to 1700 hours
Tuesday, 26 September	0900 to 1700 hours
Wednesday, 27 September	0900 to 1700 hours
Thursday, 28 September	0900 to 1700 hours
Friday, 29 September	0900 to 1700 hours

H. Arrangements for bilateral meetings

Facilities

52. For bilateral meetings among Member States, a limited number of suitably appointed temporary booths, each able to hold a maximum of 10 participants, will be available in the General Assembly Public Lobby, on the second and third balconies of the General Assembly Building. (For contact information, see section N below.)

Reservation system

53. A reservation system has been established through eMeets (emeets.un.org) as of 21 August 2006 in order to provide equitable and efficient use of the facilities, and is accessible to all Permanent and Observer Missions for this purpose. The electronic request should specify the date and time of the meeting and should include the name of the other delegation participating in the bilateral meeting. Venues for photo opportunities in connection with bilateral meetings will be available close to the temporary meeting rooms.

54. Electronic confirmation of the availability of space will be given shortly after receipt of each request, and information on room assignments will be provided one day prior to the meeting. Depending on the programme, every effort will be made to keep a delegation's appointments in the same room. Late requests that cannot be submitted ahead of time will be accepted based on availability, until 6 p.m. on the day prior to the meeting.

I. Treaty signature/ratification event

55. In order to facilitate signature, ratification or accession to multilateral treaties deposited with the Secretary-General, during the sixty-first session of the General Assembly, special arrangements will be made, including media coverage, for a treaty signature/ratification event from 13 to 15 September 2006 in the area near the Delegates' Entrance on the ground floor of the General Assembly Building, immediately to the right of the escalators. Appointments for signature, ratification or accession should be arranged well in advance with the Treaty Section (contact Sherry Holbrook or Bradford Smith at 212-963-5047). Those countries intending to sign, ratify or accede to a treaty must submit copies of their instruments of full powers, if required, or their instruments of ratification or accession to the Treaty Section for review by 1 September 2006. Copies of instruments may be faxed to the Treaty Section at 212-963-3693.

56. Information relating to the Focus 2006 Treaty Event, including the letter of invitation from the Secretary-General, the annual publication on the core treaties relating to this year's theme "Crossing Borders", a list of all multilateral treaties deposited with the Secretary-General and procedural information can be obtained from the United Nations Treaty Collection on the Internet at http://untreaty.un.org. As is customary, it will be possible to undertake treaty actions with regard to any treaty deposited with the Secretary-General during the Treaty Event.

57. It is recommended that delegations, in addition to the Head of State/Government or Foreign Minister, be limited in size. It should be noted that it is the responsibility of the delegation to escort the representative who will be undertaking the relevant treaty action to the venue five minutes prior to the scheduled appointment. A Protocol Officer will greet and escort dignitaries (Head of State/Government, Vice-President, Crown Prince and Princess) from the escalators at the Delegates' Entrance.

58. In order to have access to the premises during the Focus 2006 Treaty Event, national and international media must have previously obtained proper media accreditation from the Media Accreditation and Liaison Unit of the Department of Public Information (contact Eleonore Kopera at 212-963-3866 or consult

http://www.un.org/media/accreditation for additional information in this regard). Delegations are requested to designate an individual as a focal point for purposes of this event.

J. Media arrangements and services

59. Media representatives in possession of a valid United Nations grounds pass will be allowed to cover the sixty-first session of the General Assembly without additional accreditation. All others must apply for accreditation by Friday, 8 September 2006, by submitting a letter of assignment from their bureau or editor-in-chief, addressed to the Media Accreditation and Liaison Unit and faxed to 212-963-4642. Two pieces of photo identification (such as passport, national press credentials, police press pass, driver's licence or state ID) are also required. Other credentials, such as bylined articles, may be requested. Criteria for media accreditation are available at www.un.org/media/accreditation.

60. Please refer to that website for details regarding accreditation requirements, media access to the United Nations Secretariat, as well as liaison services for coverage of open and bilateral meetings, press conferences and briefings.

61. All members of the media corps accompanying Heads of State or Government or heads of delegation must submit a letter of assignment from their bureau or editor-in-chief, addressed to the Media Accreditation and Liaison Unit, attached to an official letter from the Permanent Mission concerned, listing the names of the media representatives with their functional titles and affiliation, as follows:

Gary Fowlie, Chief, Media Accreditation and Liaison Unit
Department of Public Information
United Nations
Fax: 212-963-4642.

62. Members of the media accompanying Heads of State or Government or heads of delegation must present themselves to the Media Accreditation Office, where they will have their photographs taken and be issued a United Nations grounds pass upon presentation of national passports and valid photo identification.

Location and work hours of the Media Accreditation Office

63. The Media Accreditation Office is situated in room 100 of the UNITAR Building, 801 First Avenue (located on the north-west corner of 45th Street and First Avenue).

64. As of 8 September, the Media Accreditation Office will be located in a tent on the North Lawn of United Nations Headquarters, near the 48th Street entrance, (south-east corner of First Avenue and 48th Street).

65. The hours of operation for the days immediately before and during the opening of the sixty-first session of the General Assembly and general debate will be as follows:

Saturday, 9 September	1000 to 1800 hours
Sunday, 10 September	1000 to 1800 hours
Monday, 11 September	0800 to 1800 hours

Tuesday, 12 September	0800 to 1800 hours
Wednesday, 13 September	0800 to 1900 hours
Thursday, 14 September	0800 to 1800 hours
Friday, 15 September	0800 to 1800 hours
Saturday, 16 September	1000 to 1800 hours
Sunday, 17 September	1000 to 1800 hours
Monday, 18 September	0700 to 2000 hours
Tuesday, 19 September	0700 to 1800 hours
Wednesday, 20 September	0800 to 1800 hours
Thursday, 21 September	0800 to 1800 hours
Friday, 22 September	0800 to 1800 hours
Monday, 25 September	0900 to 1700 hours
Tuesday, 26 September	0900 to 1700 hours
Wednesday, 27 September	0900 to 1700 hours
Thursday, 28 September	0900 to 1700 hours
Friday, 29 September	0900 to 1700 hours

As of Monday, 2 October 2006, all pass and ID operations will return to the Main Pass Office on the corner of 45th Street and First Avenue. The Pass Office hours will revert to 9 a.m. to 4.30 p.m.

66. For security reasons, all media representatives will be required to wear both their United Nations grounds pass and national press identification at all times.

Entry and screening procedures

67. All media representatives will be required to present a valid United Nations grounds pass to the United Nations security officers at the gate.

The designated press entrances are as follows:

Saturday, 9 September	47th Street Gate, First Avenue and 47th Street (open at 9 a.m.)
Sunday, 10 September	47th Street Gate, First Avenue and 47th Street (open at 9 a.m.)
Monday, 11 September	47th Street Gate, First Avenue and 47th Street (open at 8 a.m.)
Tuesday, 12 September	47th Street Gate, First Avenue and 47th Street (open at 8 a.m.)
Wednesday, 13 September	47th Street Gate, First Avenue and 47th Street (open at 6 a.m.)
Thursday, 14 September	47th Street Gate, First Avenue and 47th Street (open at 7 a.m.)

Friday, 15 September	47th Street Gate, First Avenue and 47th Street (open at 7 a.m.)
Saturday, 16 September	47th Street Gate, First Avenue and 47th Street (open at 7 a.m.)
Sunday, 17 September	47th Street Gate, First Avenue and 47th Street (open at 7 a.m.)
Monday, 18 September	47th Street Gate, First Avenue and 47th Street (open at 6 a.m.)
Tuesday, 19 September	47th Street Gate, First Avenue and 47th Street (open at 6 a.m.)
Wednesday, 20 September to Friday, 22 September	47th Street Gate, First Avenue and 47th Street (open at 7 a.m.)
Monday, 25 September to Friday, 29 September	47th Street Gate, First Avenue and 47th Street (open at 8 a.m.)

68. Media are advised to arrive early to allow sufficient time for screening. Last-minute arrivals will encounter delays, and may be further delayed, should First Avenue be closed for motorcades.

Media centre and other facilities

69. The facilities in the media workspace area (on the third floor of the Secretariat Building) include television monitors, telephone, fax, audio outlets and wireless Internet. The Ex Press Bar, on the third floor of the General Assembly Building, will serve as an overflow area for the media, in particular for the official photographers and cameramen waiting to enter the booth which will be assigned to them on a rotational basis. These locations will also be equipped with electrical outlets and a television monitor showing the proceedings in the Plenary Hall.

70. The United Nations will establish a media overflow/working area for local and visiting media in Conference Room 1 on level 1-B, which will provide the following technical services:

- Video projection showing quad split screen of the four United Nations Television programme outputs in the centre of the room
- Audio distribution of United Nations Television programmes over room sound system (8 channels) for listening
- Audio distribution for external recording — i.e., multboxes.

71. An information desk will be staffed in the media overflow/working area from 19 September 2006 to assist journalists. For queries, call the Media Centre at 212-963-9611, 212-963-9612, 212-963-9613.

United Nations audio-visual materials

72. Photographs will be available to delegations for a nominal fee and to accredited correspondents free of charge. Photographs of morning statements will be available during the afternoon of the same day, and photos of the afternoon

statements on the morning of the following day. Please direct photo inquiries and requests to: United Nations Photo Library, room S-0805L; telephone: 212-963-6927, 212-963-0034; fax: 212-963-1658, 212-963-3430; e-mail: photolibr@un.org.

73. The URL for the photos is: http://www.un.org/av/photo.

74. Videotapes of speeches will be available for a fee in NTSC VHS and NTSC Betacam SP. Advance tape orders will generally be available on the day of the statement. Tapes ordered afterwards will be available as soon as possible, usually within one or two days. To request a videotape of a statement, contact: United Nations Television; telephone: 212-963-1561, 212-963-1563; fax: 212-963-3860, 212-963-4501; e-mail: gonzalezm@un.org and tan@un.org. Please direct your requests to both to ensure prompt attention.

75. B-roll video material on Betacam NTSC is available on selected topics, such as migration, Millennium Development Goals, the least developed countries.

76. Live television feeds will be available through commercial carriers. For information, contact: United Nations Television; telephone: 212-963-7650; fax: 212-963-3860.

77. Please note that only pool television production services will be available from United Nations Television. Broadcasters interested in accessing United Nations Television's live coverage of the high-level meetings and the general debate, should contact James Ludlam at 212-963-7650. If they wish to book a TV studio, call 212-963-7653 or 212-963-7650. A detailed schedule of live and ENG coverage will be e-mailed to broadcast clients in advance of the high-level meetings.

78. Audio cassettes or CDs and a selection of digital audio files will be available from: United Nations Audio Library (located on the first basement concourse, level 1B, in room GA-27); telephone: 212-963-9270, 212-963-9272, 212-963-7262; fax: 212-963-3860.

79. Statements are normally available in the original language in which they were delivered. Special requests for recording of the interpretation in one of the six official languages should be made in advance and are subject to the limitations of recording facilities.

80. Delegations may request one cassette or CD of each statement free of charge. Additional copies, back orders and other special requests are subject to charge and are handled by: Sound Recording Unit, room GA-13 C; telephone: 212-963-9272.

81. Limited radio studio facilities will be provided to delegates and accredited journalists, when available. For radio studio availability, contact UN Radio by e-mail: chia-rubin@un.org, martinich@un.org and zheng@un.org. Please direct requests to all three to ensure prompt attention.

Internet

82. The United Nations website through a dedicated portal webpage (http://www.un.org/ga) will provide coverage of the General Assembly meetings, conferences, press briefings and events in the six official languages, including background information, press releases, news stories, documents, photos and access to radio programmes, webcast videos and statements.

83. The UN News Centre, at www.un.org/news, will serve as a main portal for United Nations news, and will be continuously updated. It will provide a wide array of links to related source materials, including press releases, selected reports and statements of the Secretary-General, the High-level Co-Chairs and General Assembly presidential statements, and other documents on major issues. On the UN News Centre, visitors can also subscribe to a free e-mail news alert service that will bring stories on the latest United Nations developments straight to their mailboxes or desktops.

84. The UN Webcast service, at www.un.org/webcast, will provide daily live and on-demand broadcasting over the Internet, of the General Assembly open meetings, conferences, press briefings and events. The meetings will be covered live in English and the original language of the speaker (floor). The archived webcast video will be made available on the webcast website, along with the text of statements. In order to facilitate timely availability of statements on the website, delegations should send them via e-mail to webcast@un.org. Alternatively, clear copies of statements printed on one side of the paper should be dropped off at S-972J. Queries should be directed to the UN Webcast at 212-963-6733.

Pool coverage

85. Nearly all visual media coverage will be done by selected media pools owing to logistics and space considerations. The pools are reserved exclusively for United Nations Television, United Nations photographers, international wire services and photo agencies. In the case of print media, the United Nations Correspondents Association (UNCA) will notify the Department of Public Information of its representative.

86. The official media accompanying a Head of State or Government or head of delegation, including the official photographer, will not be permitted to participate in these pools. One exception will be the luncheon in which their Head of State or Government or head of delegation participates, in which case the official photographer will be allowed to join the pool, and will be subject to direction by the media liaison staff. Please note that all media pools will be accompanied by media liaison staff. Media accompanying Heads of State or Government will be able to cover all activities of their delegation, if approved by their delegations.

87. Official photographers and television crews will have an opportunity to cover the speech of their Head of State or Government or head of delegation on a rotating basis from the press booths surrounding the General Assembly Hall. Owing to space limitations, they may not remain in the booth to cover other speeches. A limited number of still photographers, escorted by media liaison staff, will also be allowed to take photographs from the bridge at the back of the General Assembly Hall during speeches. These operations will be coordinated from the third floor Liaison Desk in the General Assembly Building. To contact the Media Liaison Desk, call 212-963-7756, 212-963-3353.

Tickets to the press gallery in the General Assembly Hall

88. There are 53 seats available for media representatives in the press gallery of the General Assembly Hall. The Media Liaison Desk on the third floor will distribute tickets on a first-come first-served basis 30 minutes before the meeting.

Copies of speeches for the press

89. Delegations wishing to make available the text of the speech by their Head of State or Government or head of delegation are asked to bring 100 copies to the media overflow working area in Conference Room 1 (located in the first basement, 1-B) and an additional 100 copies to the Media Documents Counter, S-394 in the third floor press area, telephone: 212-963-7166. No photocopying facilities will be available for this purpose.

United Nations press release coverage

90. The Department of Public Information will provide press release coverage in English and French of open meetings of the two high-level meetings and of the 61st session of the General Assembly. Press releases may be obtained from the media/overflow working area or the Media Documents Counter on the third floor press area, or the United Nations website: www.un.org/apps/pressreleases. Further queries should be directed to the Press Service: telephone: 212-963-7211, 963-2360 (English); 212-963-7191 (French).

Background material and other queries

91. For media materials about the high-level meetings and General Assembly key issues, see the United Nations website at www.un.org. The site will also provide up-to-date information about documents, the overall programme, special events, non-governmental organization activities and a listing of live webcasts of certain segments of events.

92. For additional information, suggestions for possible interviews and other related assistance, contact the Strategic Communications Division, Department of Public Information, telephone: 212-963-5851 and 212-963-8264; e-mail: mediainfo@un.org.

Briefings and news conferences

93. Daily noon briefings will be held for journalists in room S-226. All news conferences will be held in S-226 unless otherwise noted. As media events are subject to change, journalists should consult the daily Media Alert, which is updated regularly and available at http://www.un.org/media/accreditation/mediaalert.asp. An updated schedule of press conferences can also be found at http://www.un.org/news/ossg/conf.htm. Delegations can book press conferences by calling the Office of the Spokesman for the Secretary-General at 212-963-7707/7160/7161.

Coverage of bilateral meetings

94. Photo opportunities will be available for bilateral meetings that are open for coverage. Media representatives covering these meetings will be asked to assemble at the Media Liaison Desk, from which point they will be escorted by a liaison officer. The Media Liaison Desk is situated on the third floor outside the General Assembly Hall. A schedule of bilateral meetings will be issued daily.

Coverage of treaty signature/ratification events

95. Media representatives will be able to cover the signature and ratification of treaties during the high-level meeting from a special platform near the Delegates' Entrance (ground level). There will be space for a limited number of photographers.

K. Medical services

96. The United Nations Medical Service operates a walk-in clinic from 9 a.m. to 6 p.m. The clinic is located on the fifth floor of the Secretariat Building. In addition, during the high-level plenary meeting, a first-aid station/satellite of the Service will be set up on the second floor of the Conference Building adjacent to the elevator, in front of room C-202.

97. Physicians travelling with Heads of State or Government may contact the head nurse if they have special needs or if they need to view the facilities available at the Medical Service.

Head nurse Neomy Mantin Telephone: 917-367-3627

L. Host country liaison

98. All enquiries concerning host country matters should be directed to Russell F. Graham at the Permanent Mission of the United States of America to the United Nations during regular business hours at 212-415-4330 and after hours at 212-415-4444.

M. Additional information and briefing sessions

99. If the need arises to update and expand the information contained herein, additional information may be issued. In addition, question-and-answer sessions for interested delegations may be arranged in the weeks leading up to the high-level meetings.

100. In the lead-up to the high-level meetings, the following documents have been/will be issued:

- Note verbale from Protocol on protocol/accreditation arrangements
- Note verbale on bilateral meeting arrangements
- Press kit for the sixty-first session of the General Assembly
- Delegates Handbook
- Information circular to media

N. Focal points for arrangements related to the high-level plenary meeting

General Assembly Affairs:	Ion Botnaru, 212-963-2336
Facilities for bilateral meetings:	Martin Garratt, 212-963-9283 Fax: 212-963-9284
Protocol:	Paulose T. Peter, 212-963-7179/7175 Fax: 212-963-1921
Delegation accreditation and access:	Marybeth Curran, 212-963-7181 Fax: 917-367-9404
Security:	Kevin O'Hanlon, 917-367-5791 Fax: 917-367-7032
	Inspector Clarence Pugh, 212-963-9339 Fax: 212-963-1833
Media:	Gary Fowlie, 212-963-6934 Fax: 212-963-4642
	Tim Wall, 212-963-5851 Fax: 212-963-1186

Annex I

United Nations Nations Unies

HEADQUARTERS • SIEGE NEW YORK, NY 10017

BILATERAL ROOM RESERVATION FORM
61st Session of the General Assembly
14 to 29 September, 2006

MISSION:	
CONTACT PERSON:	
TELEPHONE NUMBER:	
FAX NUMBER:	
E-MAIL ADDRESS:	

DATE OF MEETING	TIME		Meeting with DELEGATION of:	LEVEL
	From	To		

N.B.: Each meeting room accommodates a maximum of 8 persons. 20 minutes are allotted per bilateral meeting, with 10 minutes between meetings. Please indicate starting and ending times. Please also indicate the delegation with whom you are meeting as well as the level of the meeting, whether Head of State, Head of Government, Ministerial or other. Requests should be submitted at the latest by 6 p.m., one day before the meeting.

Please fax the completed form to (917) 367-3007, Bilateral Coordinator, Meetings Servicing Unit, Department for General Assembly and Conference Management, Tel.: (212) 963-9252.

Annex II

UNITED NATIONS NATIONS UNIES

SECURITY AND SAFETY SERVICE

SPECIAL SERVICES UNIT

Request for Grounds Pass — **Security Staff**

Issuance____ Renewal____ Duplicate____

Name: _____

Country/Agency: _____

Protectee: _____

Official Seal Date Authorized Signature

Print Name

(To be completed by the Special Services Unit)

Code / Weapon: UA A _____

(Must obtain prior approval from the Chief of Security and Safety Service)

Expiration Date: _____

Approved by: _____ Date: _____

Proof of Identification (Must be presented at the Pass and Identification Unit) _____

Annex III

PLEASE TYPE OR PRINT ONLY

UNITED NATIONS

PROTOCOL AND LIAISON SERVICE

Sixty-First Session of the General Assembly

September 2006

Delegation of: _____

Head of State: _____

or

Head of Government: _____

or

Head of Delegation: _____

Title: _____

Date of Arrival to New York: _____

Date of Departure from New York: _____

Name of Spouse (if present): _____

(First name) (Last name)

Contact at the Permanent Mission: _____

Phone number of contact: (office) _____ (cell) _____

Please return to the Protocol and Liaison Service, Room S-0201, fax # 212-963-1921.